

COHEA
CAREER & COLLEGIATE ACADEMY

CARLOS O. ALVAREZ
PRINCIPAL

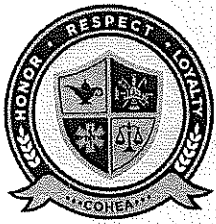
IVELISSE PUENTE OCAMPO
VICE PRINCIPAL

DANIEL MONTELONGO
ASSISTANT PRINCIPAL

GRACIELA CARBAJOSA
DEAN OF ACADEMIC & STUDENT AFFAIRS

August 9th, 2019
ELA/Reading Department Meeting Agenda

1. Meet and greet. It is the only awkward part of the meeting.
2. Board configuration:
 - a. Objective
 - b. Essential Questions
 - c. Bell Ringer
 - d. Activities
 - e. Home Learning
 - f. Vocabulary
3. First week:
 - a. Hand out your syllabus (make a copy available online just in case).
 - b. Word wall
 - c. Student of the month
 - d. Student work
 - e. Class rules are posted
4. Here's what I need from you:
 - a. Copy of your syllabus by August 16.
 - b. Copy of your lesson plans every Friday.
 - c. Emergency lesson plans by TBA.
 - d. Set up your COHEA website.
 - e. Set up Edmodo account.
 - f. Finish decorating your rooms by August 16.
 - g. Review your student data.
 - h. Check your mailbox every day.
 - i. Check your e-mail twice (or more... probably more) a day.
 - j. Be adaptable and proactive.
 - k. Keep your head up.



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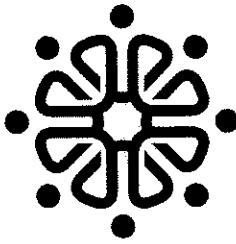
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5. Department meetings:
 - a. First official school year meeting: August 29.
 - b. Future meetings will take place the second and fourth Thursday of every month.
 - i. If things change, I will let everyone know ASAP.
 - c. Every month we will have someone highlight a “best practice” so everyone has an opportunity to grow.
6. Open Discussion:
 - a. Department needs
 - b. Training
 - c. Any questions?



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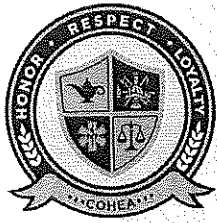
CAREER & COLLEGIATE ACADEMY
FOUNDER OF THE CIVICA NETWORK



Language Arts Department Meeting

Employee Sign-In - DATE: August 9, 2019

Employee ID #	PRINT NAME	Room #	SIGNATURE	JOB TITLE
942414	Milton Rivera	207	<i>[Signature]</i>	Dept Chair.
951012	Katerina Castheira	208	<i>[Signature]</i>	ECA
	Katherine Sanchez	RR	<i>[Signature]</i>	Para ELA.
	Wes Baughman	RR	<i>[Signature]</i>	ELA
950281	April Ruiz	111	<i>[Signature]</i>	EUA
	Melanie Suarez	Lb 205	<i>[Signature]</i>	ELA
930452	Monica Ramos	210	<i>[Signature]</i>	ECA
949240	Monica Costa	108	<i>[Signature]</i>	ELA
953698	Rosa Equiel	Lib	<i>[Signature]</i>	ELA
94153	Amy Simpson	Lib	<i>[Signature]</i>	Reading Coach



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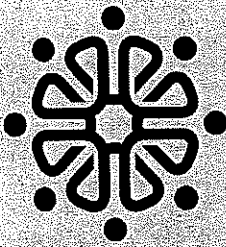
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September 5th, 2019
ELA/Reading Department Meeting Agenda

1. Completion of IPGP. (Blanks forms are on the share drive.)
2. Data chats.
 - a. To be completed by the end of September.
3. Bulletin board responsibilities.
4. Creation of a WIG (Wildly Important Goal) for our department based on data.
5. Open Q&A.



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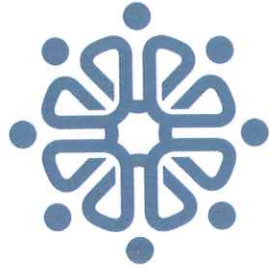
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ELA/Reading Department Meeting

Employee Sign-In - DATE: September 5th, 2019

Employee ID #	PRINT NAME	Room #	SIGNATURE	JOB TITLE
957701	Tyler Looney	109	<i>[Signature]</i>	ELA
950281	April Ruiz	111	<i>[Signature]</i>	ELA
949240	Monica Costa	108	<i>[Signature]</i>	ELA
949747	Lisa Bruchman	RR	<i>[Signature]</i>	ELA
951012	Katerina Castineira	208	<i>[Signature]</i>	ELA
955335	Rachel Roman	P202	<i>[Signature]</i>	ELA
953017	Karina Pereira	209	<i>[Signature]</i>	ELA
941153	Amy Smutzer	Lib	<i>[Signature]</i>	Lead Librarian
953722	Melanie Suarez	P205	<i>[Signature]</i>	ELA
953698	Rosa Escobar	P204	<i>[Signature]</i>	ELA
	Katherine Sanchez		<i>[Signature]</i>	Para-ELA



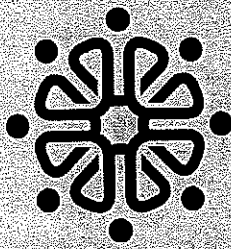
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September 26, 2019

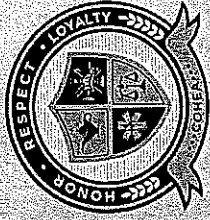
ELA/Reading Department Meeting Agenda

1. Discuss current and up-coming ELA/Reading curriculum including STEM implementation. Discuss pacing guides.
2. Discuss STEM accreditation visit scheduled for December 3-5, 2019.
3. Discuss upcoming MYA ELA Testing for grades 9-10 scheduled for the week of 11/18/19. Grade 9 will be tested in 207 during their ELA class. Grade 10 will be tested in room 210 during their Speech class.
4. Discuss completion of I-Ready ELA Baseline Assessment for grades 6, 7, and 8.
5. Discuss having data chats with students based on FSA 2018-19 results and I-Ready data completed by mid-October 2019.
6. Discuss upcoming Grade 7 FLDOE Writing Field Test for December 2019.
7. Discuss bulletin board responsibilities and the integration of *The Leader in Me* habits and traits.
7. Open Q and A



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ELA/Reading Department Meeting

Employee Sign-In - DATE: September 26th, 2019

Employee ID #	PRINT NAME	Room #	SIGNATURE	JOB TITLE
957840	Katherine Sanchez		K Sanchez	Para ELA
930452	Monica Ramos	210	MM	ELA
949747	Wes Brughma	FL	Wes	ELA
967707	Tyler Cooney	109	TC	ELA
955335	Rachel Roman	P202	R Roman	ELA
941153	Amy Simpson		AS	Reading Coach
953698	Rosa Esquivel	P204	RE	ELA
953017	Karina Pereira	209	K Pereira	ELA
950281	April Ruiz	2111	AR	ELA
924346	Graciela Carbajosa	Main Office	GC	Social Studies Dept Chair



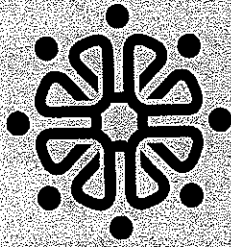
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October 10, 2019

ELA/Reading Department Meeting Agenda

1. Discuss current and up-coming ELA/Reading curriculum including STEM implementation. Discuss pacing guides. Discussion of cross-curricular thematic units integrating ELA/Reading with Social Studies grade level curriculum.
2. Discuss STEM accreditation visit scheduled for December 3-5, 2019.
3. Discuss upcoming FAIR baseline reading testing for grades 9-10. Grade 9 will be tested in 207 during their ELA class. Grade 10 will be tested in room 210 during their Speech class.
4. Discuss upcoming Grade 7 FLDOE Writing Field Test for December 2019.
5. Presentation of Newsela program by Ms. Graciela Carbajosa, Soc. Studies Dept. Chairperson and Dean of Academic and Student Affairs
6. Open Q and A



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ELA/Reading Department Meeting

Employee Sign-In - DATE: October 10th, 2019

Employee ID #	PRINT NAME	Room #	SIGNATURE	JOB TITLE
930452	Monica Ramcs	210	<i>[Signature]</i>	ELA
953017	Karina Pereira	209	<i>[Signature]</i>	ELA
949747	Wes Baughman	LR	<i>[Signature]</i>	ELA
951012	Katerina Castineira	208	<i>[Signature]</i>	ELA
941153	Amy Dunsen	Lib	<i>[Signature]</i>	Rec. Coord
950281	April Roitz	111	<i>[Signature]</i>	ELA
957840	Katherine Sanchez	-	<i>[Signature]</i>	Para ELA
936698	Rosa Esquivel	#204	<i>[Signature]</i>	ELA
949240	Monica Costa	108	<i>[Signature]</i>	ELA
924344	Graciela Carbajosa	Main Office	<i>[Signature]</i>	Social Studies Dept. Chair



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GRACIELA CARBAJOSA
DEAN OF ACADEMIC & STUDENT AFFAIRS

October 24th, 2019
ELA/Reading Department Meeting Agenda

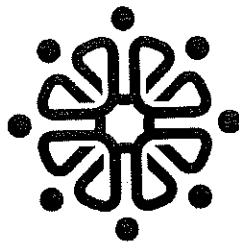
1. NewsELA Registration

- a. Reminder: Ensure that your students have enrolled in your NewsELA classes, preferably within the beginning of the 2nd quarter.

2. STEM Clarifications and STEM Night (Nov 7th).

3. 1st quarter wrap up and 2nd quarter goals.

4. Open Q&A.



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ELA/Reading Department Meeting

Employee Sign-In - DATE: October 24th, 2019

Employee ID #	PRINT NAME	Room #	SIGNATURE	JOB TITLE
953017	Karina Pereira	209	<i>[Signature]</i>	ELA
951012	Katerina Castineira	208	<i>[Signature]</i>	ELA
949747	Wes Baughman	111	<i>[Signature]</i>	ELA
949240	Monica Costa	108	<i>[Signature]</i>	ELA
957701	Tyler Cooper	109	<i>[Signature]</i>	ELA
957840	Katherine Sanchez		<i>[Signature]</i>	ParaELA
955335	Rachel Roman	2203	<i>[Signature]</i>	ELA
930452	Monica Ramos	210	<i>[Signature]</i>	ELA
953698	Rosario Espinel	#204	<i>[Signature]</i>	ELA



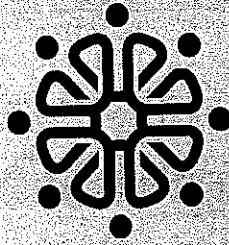
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November 14, 2019

ELA/Reading Department Meeting Agenda

1. Discuss current and up-coming ELA/Reading curriculum including STEM implementation. Discuss pacing guides.
2. Discuss STEM accreditation visit scheduled for December 3-5, 2019.
3. Discuss upcoming MYA ELA Testing for grades 9-10 scheduled for the week of 11/18/19. Grade 9 will be tested in 207 during their ELA class. Grade 10 will be tested in room 210 during their Speech class.
4. Discuss I-Ready ELA Midyear Assessment (grades 6, 7, and 8) for mid-December.
5. Discuss upcoming Grade 7 FLDOE Writing Field Test for December 2019.
6. Update on registration of ELA and reading classes for Newsela
7. Open Q and A



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ELA/Reading Department Meeting

Employee Sign-In - DATE: November 14th, 2019

Employee ID #	PRINT NAME	Room #	SIGNATURE	JOB TITLE
930452	Monica Ramos	210	<i>[Signature]</i>	ELA
957840	Katherine Sanchez	—	<i>[Signature]</i>	Para ELA
953017	Karina Pereira	209	<i>[Signature]</i>	ELA
951012	Katerina Castineira	208	<i>[Signature]</i>	ELA
941153	Amy Suggs	lib	<i>[Signature]</i>	ELA
95900	Angelina Romero		<i>[Signature]</i>	Para
950281	April Ruitz	111	<i>[Signature]</i>	ELTA
	Melanie Suarez	P205	<i>[Signature]</i>	ELA
957701	Alyce Cooney	109	<i>[Signature]</i>	ELA
953698	Rosa Esquivel	P204	<i>[Signature]</i>	ELA
955335	Rachel Roman	P202	<i>[Signature]</i>	ELA